



American Scientific Affiliation
Local/Student Chapter Handbook
September 2021

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The American Scientific Affiliation's Local and Student Chapters are intended to serve smaller geographic regions and educational communities within the territory of the organization. The intent is to foster dialog, interaction, and fellowship for Christians in science and related disciplines on a local scale. This handbook is designed to guide ASA members in the establishment of new Local and Student Chapters as they seek to extend the reach of the ASA into communities of faith, education, and industry, and more directly serve Christians in all fields of science.

1. THE NATIONAL ORGANIZATION OF THE AMERICAN SCIENTIFIC AFFILIATION

1.1 INTRODUCTION

The American Scientific Affiliation (ASA) is a fellowship of men and women in science and related disciplines, who share a common fidelity to the Word of God and a commitment to integrity in the practice of science. Founded in 1941, the purposes of the ASA are to investigate any area relating Christian faith and science and to make known the results of such investigations for comment and critique by the Christian community and by the scientific community.

1.2 THE MISSION OF THE ASA

The mission of the ASA is to integrate, communicate, and promote properly researched science and biblical theology in service to the Church and to the scientific community. We seek to strengthen scholarship and enhance education in matters relating science and Christian faith, to facilitate fellowship of Christians in science, and to stimulate the use of science and technology for ministry to those in need. ASA members have confidence that such integration is not only possible but necessary to an adequate understanding of God and his creation. Our total allegiance is to our Creator. We acknowledge our debt to him for the whole natural order and for the development of science as a way of knowing that order in detail. We also acknowledge our debt to him for the scriptures, which give us "the wisdom that leads to salvation through faith in Jesus Christ." We believe that honest and open study of God's dual revelation, in nature and in the Bible, must eventually lead to understanding of its inherent harmony.

1.3 THE ASA STATEMENT OF FAITH

Our platform of faith has four important planks. First, we accept the divine inspiration, trustworthiness and authority of the Bible in matters of faith and conduct. Second, we confess the Triune God affirmed in the Nicene and the Apostles' creeds which we accept as brief, faithful statements of Christian doctrine based upon Scripture. Third, we believe that in creating and preserving the universe God has endowed it with contingent order and intelligibility, the basis of scientific investigation. Finally, we recognize our responsibility, as stewards of God's creation, to use science and technology for the good of humanity and the whole world. These four statements of faith spell out the distinctive character of the ASA, and we uphold them in every activity and publication of the Affiliation.

1.4 THE ASA'S POSITION ON CONTROVERSIAL ISSUES

The ASA seeks to foster the exchange of diverse ideas within the body of Christ. It is not an advocacy organization. Where there is honest disagreement on an aspect of science, Christian faith, or the relationship between the two, the ASA strives to create a safe environment in which dialog can flourish and diverse ideas can be discussed with courtesy and respect. As an organization, the ASA does not take a position when there is honest disagreement among Christians on an issue. We are committed to providing an open forum where controversies can be discussed without fear of unjust condemnation. We believe that this is a necessary environment for any process of arriving at truth and understanding. For

example, biological evolution is one issue on which Christians are divided. ASA members are firm in the conviction that God is the Creator of all things, seen and unseen, and firm in the denial that evolution could ultimately rule out God or his sustaining activity in his created world. Some members argue that accepting evolution at the scientific level inevitably stems from or leads to “evolutionism,” a religious and philosophical position antagonistic to Christian Theism, and thus reject it. Other members accept evolution as a scientific theory for its explanatory power and see it as God’s creative means. Legitimate differences of opinion among Christians who have studied both the Bible and science are freely expressed within the Affiliation in a context of Christian love and concern for truth. Other commonly discussed topics among ASA members are issues that Christians face in bioethics, environmental ethics, industrial ethics, and science education, and disciplines such as the social sciences, philosophy, and theology as they relate to science.

1.5 MEMBERSHIP IN THE ASA

Anyone interested in the objectives of the Affiliation may have a part in the ASA. Membership is open to all persons with at least a bachelor’s degree in science who can give assent to our statement of faith. Science is interpreted broadly to include anthropology, archaeology, economics, engineering, history, mathematics, medicine, political science, psychology, and sociology as well as the generally recognized science disciplines. Philosophers and theologians who are interested in science are very welcome. Those who are interested in science but are not scientists can join as Associate Members. Anyone preferring not to sign the statement of faith can join as a Friend. Full-time students can join at a basic or premier level. Full members who meet eligibility requirements may be elected to the class of Fellow upon recommendation by the Executive Council.

1.6 STRUCTURE OF THE ASA

1.6.1 The Executive Council

The Executive Council consists of seven voting members, each serving a three-year term. The Council appoints the Executive Director and works with the Executive Director and the Director of Operations and Development to oversee the business functions, financial accountability, strategic planning, and general governance of the organization.

1.6.2 Executive Director

The Executive Director is the chief administrator for the ASA. Under the direction of the Executive Council, the Executive Director is responsible for guiding and directing the strategy, business operations and volunteer activities of the ASA. The Executive Director serves as liaison to ASA Local Chapters and Affiliate Groups. The Executive Director serves as the Chair of the ASA Annual Meeting and represents the ASA to outside constituents and organizations. The Executive Director works closely with the Director of Operations and Development in establishing and maintaining strategic relationships with members, foundations and donors to provide adequate funding for the ASA.

1.6.3 Director of Operations and Development

The Director of Operations and Development oversees all aspects of business and financial operations including annual meeting oversight, personnel management and institutional advancement. The staff of the home office, located in Topsfield, Massachusetts, is responsible for all aspects of daily operations, membership, publications, meetings, and special events for the organization. Staff consists of a Managing Editor, Newsletter Editor, *PSCF* Editor, *God and Nature* Editor, membership

and outreach manager, and administrative support staff. The Director of Operations and Development in partnership with the Executive Director is responsible for the financial stability and fiscal sustainability of the ASA.

1.6.4 Affiliate Organizations

Discipline-focused groups (such as Christian Women in Science) may organize and function as Affiliate Organizations within the ASA. Affiliate organizations are governed by ASA members and maintain their own membership rolls and dues. A portion of dues collected is assigned to the ASA to cover administrative and program costs. Affiliate members can participate in ASA events and annual meetings.

1.6.5 Local Chapters

ASA members may apply to establish a Local Chapter under the authority and with the support of the ASA Executive Director and Director of Operations and Development. Local chapter membership and finances are maintained by the ASA Home Office. Local Chapter Officers plan and implement programs, resources, and events designed to serve ASA members and the local faith and educational communities around issues of science and Christian faith. A Local Student Chapter may be formed on a secondary, college or university campus with an ASA member as advisor and in cooperation with campus policies for student-led groups.

1.6.6 By-Laws

The ASA Constitution and By-Laws can be found in Appendix A of this document, and on the ASA website.

1.7 RESOURCES AND EVENTS

1.7.1 ASA Website – www.asa3.org

The ASA Website contains information on the organization, events, publications, and membership. It also contains an extensive archive of publications, resource materials, presentations, and recordings related to issues in science and faith. Members may log in to access forums, register for events, and manage membership subscriptions.

1.7.2 Publications

ASA publications include the academic journal, *Perspectives on Science and Faith*; *God and Nature Magazine*; Book reviews; Newsletters; *Chapter Review* for chapter leaders; and ASA NewsNotes. All publications are available through the ASA website.

1.7.3 Events

ASA hosts numerous gatherings either in person or virtually such as Diving Deeper Discussions on the second Saturday of each month, Brown Bag Luncheon Webinars offered quarterly, and the Winter Symposium mid-way between each annual meeting as a way to connect both internationally and regionally through the chapters.

1.7.4 Annual Meeting

All members are encouraged to attend the annual meeting held in July each year. The meeting includes plenary speakers, workshops, symposia, affiliate and local chapter meetings, local field trips, social events, and the annual State of the ASA meeting. Annual Meetings are typically held on college campuses in various locations throughout the U.S. and Canada.

2. ASA'S PURPOSE AND VISION FOR LOCAL CHAPTERS

ASA Local Chapters provide members with opportunities to engage with each other within a specific local context. Chapter events provide venues for learning, discussion, and interaction with the broader faith and educational communities around important issues of science and faith. One of ASA's strategic priorities is to broaden ASA's reach at the local level, particularly in the engagement of emerging adults and those who influence the next generation of Christians in science and related disciplines. Members are empowered to make positive impacts in the faith and science arena through local chapter activity. To that end, ASA's purpose and vision for Local Chapters includes the following:

2.1 INCREASE ACTIVE LOCAL CHAPTERS

ASA encourages the establishment of new Local Chapters around North America. The ASA Executive Director and Chapter and Affiliate Manager will intentionally engage ASA members who desire to start a new Chapter to provide guidance and support.

2.2 SERVE CURRENT ASA MEMBERS

Members of ASA Local Chapters will find meaningful connections for their spiritual and professional journeys, and find opportunities to serve out of the depth of their experience.

2.3 ENGAGE EMERGING ADULTS

ASA Local Chapters will engage in very intentional ways with the church and academic communities to ensure that students and young science professionals are participating in the important faith/science dialog and developing relationships that will facilitate their personal and professional growth. As these emerging adults progress in their professional careers they will become the future leaders in science and the church, and in the organization of the ASA itself.

2.4 INFLUENCE THE INFLUENCERS

ASA's broad and diverse national membership base and Local Chapter structure provide an exceptional opportunity to bring together and enrich the science, academic, and faith communities. Church communities will become more aware of issues of faith and science integration and more willing to enter into these conversations. Educators will be equipped to prepare students to be the future leaders in the faith/science dialog. ASA members will be supported in their professional lives to confidently pursue scholarship and research informed by a Christian worldview.

3. ASA LOCAL CHAPTER ORGANIZATION

3.1 FORMATION OF A LOCAL CHAPTER

ASA members considering the formation of a Local Chapter should contact the ASA Executive Director or Chapter and Affiliate Manager to discuss the application form and process. Use the form in Appendix B, “Chapter Formation Planning Worksheet” to guide your planning and compile the information needed to complete the application.

3.1.1 Identify Founding Chapter Members

Formation of a Local Chapter requires three current ASA members who will be authorized signatories on the Local Chapter application. All must be current ASA members in good standing. Two founding members should have a science or technical background and/or degree in a STEM field. One founding member may be a student or affiliate member.

3.1.2 Chapter Officers

The three founding Chapter members will also serve as Chapter Officers. The offices of President and Webmaster are required. Two of the following three officers must also be designated: Vice President, Secretary/Treasurer, Member-at-Large. One individual can hold up to two officer positions, but each Chapter must maintain a minimum of three Chapter Officers.

3.1.3 Application for Formation of ASA Local Chapter (Appendix C)

Download the application from the [ASA website](#) and review the ASA Statement of Faith and policies in Section 1 above. Complete all sections of the application and submit it to the Home Office.

- a. Designate the name of the Local Chapter.
- b. Provide name, address, email, and phone for primary Chapter contact person.
- c. List officers by name and title.
- d. Provide a brief statement of your vision and purpose for the new Local Chapter.
- e. Obtain authorized signatures. Include membership type and number, name, credentials, and signature for each founding member.

3.1.4 Application Processing and Approval

A completed application should be submitted to the ASA Home Office. The application will be reviewed and approved by the Executive Director in consultation with the Executive Council. The Local Chapter contact will be notified upon approval and will be authorized to use the ASA name and logo in its communications.

Tips for Starting a New Chapter

From Steve Contakes, Southern CA Chapter

- Find good people to help run the chapter. You will need 1-2 people who will uphold the values of the ASA and make the Chapter a priority. Put them in key leadership positions.
- Also, cast your net wide when filling out the leadership team. If there is an ASA member in your area who wants to contribute to the Chapter, look for a way they might be able to use their gifts and interests to contribute in a positive way.

3.2 ESTABLISHMENT OF LOCAL CHAPTER

3.2.1 Announcement of Chapter Formation

The formation of the Local Chapter will be announced to the general ASA membership via email and/or the ASA Newsletter. Officers will be listed and ASA members in proximity to the new Chapter will be encouraged to join. Chapter leaders are encouraged to contribute to the announcement email/article. Chapter leaders may also create a targeted announcement to ASA members in their area via the ASA membership database.

3.2.2 ASA Website Local Chapter Page

The newly formed Local Chapter will be added to the ASA website “Chapters and Groups” page. Chapter leaders and the designated webmaster will be able to customize the content of this page.

3.2.3 Access to Your Membership Database

The President of the Local Chapter will be granted permissions to access Local Chapter member records in the ASA membership database, Your Membership (YM). The President and/or Webmaster will also be able to send emails through YM, set up Chapter event registrations, and maintain a Chapter blog and/or forum discussion if desired.

3.2.4 Social Media

The Local Chapter may opt to create Chapter-specific groups on social media (Facebook, Twitter, Instagram, etc.) to facilitate communication with Chapter members. These groups will be maintained by Chapter members.

3.2.5 Local Chapter Meetings

Local Chapters can conduct meetings in person or virtually, connecting the leadership to chapter members. Section 5.3 and 5.4 of the Handbook provides additional guidance on in person meetings and virtual gatherings, respectively.

Tips for Starting a New Chapter

From Mike Beidler, Washington, DC Chapter

- Find a local meeting place that people can count on being available. Perhaps a local ASA member has access to a club, or an area restaurant, school, or church would provide a meeting space free or for a nominal fee.
- Dedicate your first meeting to discussing what the ASA is, and the vision and goals of your Local Chapter. Keep meetings open to the public, if possible, and all interested parties, not just members. This can lead to great dialog and networking.
- Vary the format and topics of meetings to keep it fresh. Tap into local members' expertise and invite non-member experts willing to facilitate discussion.
- Consider hosting local chapter receptions at other science meetings being held in your area.
- If you already have a Local Campus Chapter, consider starting a Student Chapter, run and led by honors students to more easily engage other students in a less intimidating setting.

3.3 CHAPTER LEADERSHIP/OFFICERS

Local Chapter Officers manage the operations of the Local Chapter and maintain communication with the ASA Home Office. Each Chapter is required to have a designated President and a Webmaster. Two of the following positions must also be designated as: Vice President, Secretary/Treasurer, or Member-at-Large. One individual may serve in up to two officer roles, but each Chapter must maintain a minimum of three Chapter Officers. Officers can change at any time and any changes must be communicated to the ASA Home Office.

3.3.1 President (required)

The Chapter President serves as the primary contact for the Local Chapter and is responsible for oversight of Chapter operations and programs.

3.3.2 Webmaster (required)

The Webmaster is responsible for creating and updating content that relates to the chapter on a web page within the ASA website. Training will be provided by the ASA Home Office.

3.3.3 Vice President

The Vice President works in conjunction with the President to oversee the Chapter operations and programs.

3.3.4 Secretary/Treasurer

The Secretary/Treasurer maintains records of Chapter meetings and manages Chapter finances.

3.3.5 Member-at-Large

A student or affiliate member appointed as an officer should be designated as a Member-at-Large. This position assists the other officers in implementing Chapter programs, recruiting new Chapter members, and establishing connections within the local faith and educational communities.

3.4 CHAPTER MEMBERSHIP

In addition to the founding members, any current ASA member may designate themselves as a member of the Local Chapter. Existing ASA members may be assigned to a Local Chapter through a YM database search and designation update. Local Chapter leadership should contact the ASA Home Office to complete this process on a regular basis. Chapter officers should instruct any new members they recruit to ASA to indicate that they joined through the Local Chapter on their membership application. Chapter member affiliation will be maintained in the YM database.

3.5 FINANCIAL STRUCTURE

3.5.1 Chapter Start-Up Credit

Newly formed Local Chapters will be provided with a one-time credit of \$1,000 from the ASA Home Office, to be used solely for speaker honoraria and travel expenses, facility room rentals, and promotion subject to prior approval by the Director of Operations and Development.

3.5.2 Member Recruitment Credit

The ASA Home Office will grant a \$500 credit to the Local Chapter for every six (6) new paying ASA members recruited through the Chapter. If a Chapter recruits a new member during a period when gratis memberships are offered, then the credit for recruitment will be applied if and when that member renews as a paying member. If recruiting student members, every three (3) student members equal one full member for credit purposes. Chapters will be responsible for tracking recruitment and sharing that with the ASA Home Office to request the \$500 credit when applicable.

Tips for Starting a New Chapter

- If your chapter is based at a Christian college or other organization, ask an administrator (e.g. the Dean of Sciences) at your institution to help sponsor your chapter by paying for faculty memberships (or by other means, such as speaker travel or honoraria).
- If your chapter is based at a secular university, consider asking Christian faculty members in the sciences to present their stories/testimonies at local events, to inspire and encourage student members (who may even be in some of their classes).

3.5.3 Local Chapter Account

The ASA Home Office will maintain a fund account for the Local Chapter. Chapter officers may submit receipts for reimbursement from their account, or have invoices submitted directly to the Home Office for payment. Registrations for Chapter events or donations to the Chapter processed through YM will be credited to the Chapter account. The Chapter officers may opt to maintain a small petty cash fund to handle incidental expenses and cash received on-site.

4. ASA STUDENT CHAPTER ORGANIZATION

4.1 FORMATION OF A STUDENT CHAPTER

ASA members considering the formation of a Local Chapter should contact the ASA Executive Director or Chapter and Affiliate Manager to discuss the application form and process. Use the form in Appendix B, "Chapter Formation Planning Worksheet" to guide your planning and compile the information needed to complete the application.

4.1.1 Identify Founding Student Chapter Members

Formation of a Student Chapter requires one or two Faculty Advisor(s) and one or two Students who are current ASA members. Three ASA members will be authorized signatories on the Student Chapter application. All must be current ASA members in good standing. At least one Faculty Advisor should have a science or technical background and/or degree in a STEM field.

4.1.2 Chapter Officers

Founding Student members will work with their Advisor(s) to determine the structure of the Student Chapter. Chapter officers may consist of a ??? Webmaster Secretary, Treasurer, and Member-at-Large.

4.1.3 Application for Formation of ASA Student Chapter (Appendix D)

Download the application from the ASA website and review the ASA Statement of Faith and policies in Section 1 above. Complete all sections of the application and submit it to the Home Office.

- a. Designate the name of the Student Chapter and the affiliated institution.
- b. Provide name, address, email, and phone for primary Chapter contact person.
- c. List founding Faculty Advisor(s) and Student members.
- d. Provide a brief statement of your vision and purpose for the new Student Chapter.
- e. Authorized signatures. Include membership type and number, name, credentials, and signature for each founding member.

4.1.4 Application Processing and Approval

A completed application should be submitted to the Chapter and Affiliate Manager. The application will be reviewed and approved by the Executive Director in consultation with the Executive Council. The Student Chapter contact will be notified upon approval and will be authorized to use the ASA name and logo in its communications.

4.1.5 Compliance with School/College/University Policy and Protocol

ASA Student Chapters must comply with all institutional policies and protocols for on-campus student groups. It is the responsibility of the Advisor(s) and Student members to ensure that the ASA Student Chapter receives any necessary approvals to be recognized as a legitimate student group on campus.

4.2 ESTABLISHMENT OF STUDENT CHAPTER

4.2.1 Announcement of Chapter Formation

The formation of the Student Chapter will be announced to the general ASA membership via email and/or the ASA Newsletter. Leaders will be listed and ASA members in proximity to the new Chapter will be encouraged to join. Chapter leaders are encouraged to contribute to the announcement email/article. Chapter leaders may also create a targeted announcement to ASA members in their area via the ASA membership database.

4.2.2 ASA Website Local Chapter Page

The newly formed Student Chapter will be added to the ASA website "Chapters and Groups" page. The designated Webmaster will be able to customize the content of this page. Training will be provided.

4.2.3 Access to Your Membership Database

Student Chapters are not given direct access to the Your Membership (YM) database. Chapter Advisors may request access to create blogs and forums and utilize email through YM, and this will be granted on a case-by-case basis by the Executive Director.

4.2.4 Social Media

The Student Chapter may opt to create Chapter-specific groups on social media (Facebook, Twitter, Instagram, etc.) to facilitate communication with Chapter members. These groups will be maintained by Chapter members.

4.3 STUDENT CHAPTER LEADERSHIP/OFFICERS

Student Chapters must designate at least one Faculty Advisor who will maintain communication with the ASA Home Office. Each Student Chapter may determine the most appropriate leadership structure for their context, and this should include at least one designated student leader who will be responsible for the operation and implementation of Chapter programs.

4.4 CHAPTER MEMBERSHIP

In addition to the founding members, any current ASA member may designate themselves as a member of a Student Chapter. Existing ASA membership *will not* be automatically assigned to a Student Chapter. Chapter leaders should instruct any new members they recruit to ASA to indicate that they joined through the Student Chapter on their membership application. Chapter member affiliation will be maintained in the YM database.

4.5 FINANCIAL STRUCTURE

4.5.1 Student Chapter Start-Up Credit

Newly formed Student Chapters will be provided with a one-time credit of \$250 from the ASA Home Office, to be used for ?????. Additional funding may be requested from the Home Office as needed, and will be approved by the Executive Director or Director of Operations and Development.

4.5.3 Student Chapter Account

The ASA Home Office will maintain a fund account for the Student Chapter. Chapter members may submit receipts for reimbursement from their account, or have invoices submitted directly to the Home Office for payment. The Faculty Advisor(s) of the Student Chapter is responsible to ensure the proper management of Student Chapter funds. The Advisor(s) may opt to maintain a small petty cash fund to handle incidental expenses and cash received on-site, or designate a student Secretary/Treasurer to manage account.

5. ASA CHAPTER ACTIVITIES AND PROFILES

5.1 SUGGESTED CHAPTER ACTIVITIES

Examples of current chapter activities include:

- Annual Day Conference (Southern California Chapter), or Conference on Faith and Science (ASA @ ASU Chapter): A one- or two-day conference featuring plenary speakers, poster sessions, panel discussions, and book reviews on a variety of topics related to science and faith.
- Science-Faith book discussions.
- Discussions on specific articles published in *Perspectives on Science and Christian Faith*
- View and discuss a plenary talk from a past ASA Annual Meeting. Recordings available through ASA archives.
- Attend Brown Bag Lectures and Diving Deeper Discussions as a chapter group
- View and discuss a science-faith documentary selected by Chapter leaders
- Plan a joint event with another chapter, held virtually
- Special guest speaker or invited panelists
- Potluck or social event
- Outreach activity or service project

5.2 CURRENT LOCAL CHAPTERS

United States:

Arizona State University Campus
Baylor University Campus
Boston
California Baptist University Campus
Colorado Christian University
Gordon College Student
Grand Canyon University Student
DC Area
Houston Area

Nashville
New Mexico
North Star (Minnesota)
Northern California
Ohio
Oral Roberts University
Philadelphia
Prairie
Princeton

Red River Valley
Rocky Mountain
Silicon Valley
Southern California
University of Georgia Student
West Michigan
Wheaton

Canada:

Calgary
Edmonton
Hamilton
Montreal
Nova Scotia
Ottawa
Toronto
Saskatchewan
Vancouver
Waterloo
Winnipeg

5.3 CHAPTER MEETING PROCEDURE

To facilitate attendance sign-in at chapter meetings, the following protocol is recommended.

5.3.1 Pre-Meeting

1. Chapter Officers finalize event information and email the details to Chapter and Affiliate Manager for inclusion on the ASA calendar and for chapter event tracking
2. Chapter Webmaster posts the event on website calendar and shares information by email with the Local Chapter Coordinator who will in turn share a digital sign-in form for use onsite at check-in.
3. Chapter President or Secretary sends email notification to members. Home office will approve and launch the communication.
4. Chapter Officers assign onsite roles for the event (check-in attendant, greeter, photographer/videographer, etc.)

5.3.2 Meeting

1. Set up a registration table at the meeting room door. Outfit the designated location with a laptop or tablet to be used for attendee sign-in.
2. Use the online link provided by the ASA Home office to allow attendees to digitally enter their contact information.
3. The photographer/videographer captures images and/or video from the meeting.
4. Chapter President (or officer leading the meeting) can announce that non-members will be offered a one-time ASA membership for one year. Details will be sent via email following the event.
5. An ASA introduction slide deck as a PowerPoint file is available to be used at the start of chapter meetings. This file can be downloaded from the ASA Website linked to Chapters on the main tool bar under Chapter Resource Documents.

5.3.3 Post-Meeting

1. ASA Home office will create a membership gift code for first-time members to join, which will be shared with attendees in a follow-up correspondence from the Local Chapter Coordinator.
2. Chapter Webmaster will log the meeting on the chapter website.
3. Photographer/videographer will share digital files with ASA Home Office via email.
4. Meeting highlights will be shared on social media platforms and marketing publications.
5. Forward attendee analytics and contact information list to the ASA Home Office.

5.4 CHAPTER VIRTUAL MEETING PROCEDURE

To facilitate attendance at virtual chapter meetings, the following protocol is recommended. Additional detail is provided in Step-By-Step Guidelines in Chapter Zoom Guide (Section 2).

5.4.1 Pre-Meeting

1. Make request to home office using form following protocols as detailed in the Chapter Zoom Guide (Appendix E).
2. Coordinate with the ASA calendar by sharing meeting details with the home office
3. A staff member will be assigned to assist on the day of the chapter meeting.
4. A Zoom webinar or meeting will be scheduled by staff member and instructions posted to the ASA calendar.
5. Invitations should be sent to all panelists and potential meeting attendees.
6. Identify the key personnel for the virtual experience (Producer, Tech Guru, Moderator, Q & A Guide, etc.). Refer to the Chapter Zoom Guide for further details.
7. Schedule a dry-run rehearsal with personnel and panelists prior to the meeting.

5.4.2 Meeting

1. Producer manages the traffic, screen sharing, panelists, etc.
2. Tech guru handles the dashboard and technology issues.
3. Q & A Guide and Chat Moderator watches over questions and chat box.
4. Moderator / Host opens the meeting, manages the transitions, and closes.
5. Take screenshots during event for sharing with ASA members.

5.4.3 Post-Meeting

1. Gather feedback from participants as informal question during the meeting or as a formal survey.
2. Review the analytics and audience feedback during a debrief meeting with panelists.
3. Forward any screenshots taken and attendance numbers to the ASA Home Office.

5.5 CHAPTER COMMUNICATIONS

The following guidelines pertain to Chapter communication with ASA members and Chapter groups about general information, upcoming meetings, special events, etc. A Chapter Orientation on policies and procedures as it relates to communication with Chapter members will be scheduled with all new Chapter officers or as needed upon request. This Orientation will also provide an overview on the functionality within the ASA website.

5.5.1 Chapter Webpage

1. Information that can be shared with all ASA members upon visiting the Chapter webpage can be added to a Group Feed by posting it on the Chapter wall.
2. Upcoming events can be posted on the Chapter calendar.
3. Photos from events can be uploaded to the Chapter photo gallery in addition to sharing them with the ASA Home Office.

5.5.2 Email Messages

1. All members listed in a Chapter group can be sent an email message using the 'Email All Members' function from the Chapter webpage. We do not suggest using the messaging function as that requires members to access the message online rather than from their email inbox.
2. The ASA Home Staff will review and launch the email to Chapter members within 12 hours. If a message needs to be expedited, feel free to call an ASA staff member with a request to do so.
3. Make every effort to adhere to the ASA Marketing Strategy in font and colors related to organizational branding for meeting announcements, flyers, etc.
4. All email messages should include a standardized signature block with officer name, Chapter affiliation, ASA, email address, and phone number (optional), as such:

Mike Beidler
Washington DC Chapter
The American Scientific Affiliation
218 Boston Street, Suite 208
Topsfield, MA 01983
mike.beidler@gmail.com
(619) 846-9463

5. Where appropriate, the official ASA logo can be used on Chapter materials according to the Marketing Strategy guidelines. A Chapter logo can be designed, if needed. Contact the ASA Home Office to request a logo image or for assistance in developing a logo for your Chapter.

5.6 CHAPTER RESOURCES (UNDER DEVELOPMENT)

The following resources are available to leaders in guidance of chapter operations:

- 5.6.1 Tutorials are available online to assist Chapter leaders in navigating the online membership database and chapter webpages.
- 5.6.2 Marketing Strategy (available online, or on request).
- 5.6.3 Social Media Strategy (available online, or on request).

APPENDICES

- A. ASA Constitution and By-Laws
- B. Chapter Formation Planning Worksheet
- C. Application for Formation of ASA Local Chapter
- D. Application for Formation of ASA Student Chapter
- E. Chapter Zoom Guide

(Rev. 2018; adopted April 18, 2019)

Constitution of the American Scientific Affiliation

Article I: NAME, OBJECTIVES, AND STATUS

Section 1: The name of this organization shall be The American Scientific Affiliation, Incorporated.

Section 2: The objectives of The American Scientific Affiliation (hereafter, the ASA) shall be

- A. to integrate and to interpret the discoveries of the natural and social sciences with the insights derived from Scripture and Christian theology;
- B. to communicate scientific knowledge, ethical concerns, and the results of this integration and interpretation to the public, the scientific community, and the church—promoting understanding and dialogue among these groups;
- C. to provide a community of fellowship for Christians involved in science and related fields; and
- D. to engage scientific colleagues in matters of faith and scholarship.

Section 3: The ASA shall be a nonprofit organization within the meaning of the law.

Article II: DOCTRINAL STATEMENT

Section 1: The members of the ASA shall give assent to the following doctrinal statement:

- A. We accept the divine inspiration, trustworthiness, and authority of the Bible in matters of faith and conduct.
- B. We confess the Triune God affirmed in the Nicene and Apostles' creeds, which we accept as brief, faithful statements of Christian doctrine based upon Scripture.
- C. We believe that in creating and preserving the universe, God has endowed it with contingent order and intelligibility, the basis of scientific investigation.
- D. We recognize our responsibility, as stewards of God's creation, to use science and technology for the good of humanity and the whole world.

Article III: MEMBERSHIP

Section 1: The members of the ASA are men and women who have made a personal commitment of themselves and their lives to Jesus Christ as Lord and Savior, who subscribe to the Doctrinal Statement of the ASA, and who pledge themselves to support the Objectives of the ASA stated in Article I.

Section 2: The categories of membership in the ASA and their qualifications and benefits are as follows:

- A. To be admitted as a Full Member, a person must give assent to the Doctrinal Statement and must meet at least one of these criteria: (1) they have attained a bachelor's or higher degree in a scientific discipline, where science is interpreted broadly to include any disciplines of

natural and social science, health sciences, technology, engineering, and mathematics or (2) they are philosophers, historians, Bible scholars, theologians, or other professionals whose vocational activity contributes to the intersection of faith and science. Full Members receive all member benefits and publications and take part in all the affairs of the ASA, including voting and holding office.

- B. To be admitted as a Fellow, a person must be a Full Member for a period of at least five years (cumulative), who has earned an advanced degree (beyond the BA or BS) in science or philosophy and is currently or has been engaged in distinctive scientific or related work, who has demonstrated an active interest in the objectives or activities of the ASA, and who has been recognized by the majority of Fellows voting as deserving the status of Fellow. Fellows receive all member benefits and publications and take part in all the affairs of the ASA, including voting and holding office.
- C. A person who does not meet the professional qualifications of a Full Member as defined in Article III, Section 2.A but gives assent to the Doctrinal Statement may be admitted as an Associate Member. Associate Members receive all member benefits and publications and take part in all the affairs of the ASA except voting and holding office.
- D. To be admitted as a Student Member, a person must be a student working toward a degree or certificate program in a discipline leading to full or associate membership, must give assent to the Doctrinal Statement, and must be committed to making progress in his/her education. Student Members are eligible to participate in all the affairs of the ASA except voting and holding office.

Section 3: Emeritus and Honorary Status

- A. The status of Emeritus member is conferred by the Executive Council on Full Members who have contributed regularly to support the objectives and the activities of the ASA with a membership record of fifty years. Emeriti shall be entitled to all the rights and privileges of the ASA, including voting and holding office.
- B. The Executive Council may confer honorary titles upon Full Members, Associate Members, or nonmembers who have made outstanding contributions to the advancement of the objectives of the Affiliation.

Section 4: Friends of the ASA are individuals who, for whatever reasons, do not wish to join the ASA, but who nevertheless wish to support the aims of the organization and to receive its publications. Friends are not considered members and do not enjoy the rights of members.

Article IV: EXECUTIVE COUNCIL

Section 1: The business and affairs of the ASA shall be governed by an Executive Council composed of Full Members elected by Full Members, with Fellows holding the majority of seats.

- A. Without limiting the foregoing, the Executive Council may purchase, sell, or convey any and all real estate and other assets as they deem necessary or beneficial to the business of the ASA; make expenditures and incur such indebtedness as they may deem necessary; authorize the issuance of notes, bonds, or other obligations of the ASA and pledges or mortgages of its property; manage the operational and endowment funds of the ASA through investments in securities and other assets as they deem prudent; fix the compensation, if any, of all officers; elect all officers; and employ the Executive Director.

Section 2: The officers of the ASA shall be elected by the Executive Council from its own ranks and shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

Article V: AMENDMENTS

Section 1: Amendments to the Constitution may be proposed by means of a resolution of the Executive Council or by means of a petition signed by at least five percent (5%) of the total number of Full Members.

Section 2: Ballots for any constitutional amendment containing the language of the proposed amendment shall be distributed to the Full Members at least two (2) months before the date appointed for counting the ballots, which date shall be stated on the ballots. If the total vote is at least one-third (1/3) of the number of Full Members and two-thirds (2/3) of the votes cast are favorable, the proposed amendment shall be adopted. Notwithstanding the foregoing, amendments to the Objectives of the ASA as set out in Article I, Section 2 shall require the affirmative vote of no less than two-thirds (2/3) of the Full Members. Ballots and voting may be conducted via online or other process, or combination thereof as determined by the Executive Council as long as all Full Members shall have the ability to cast his/her vote.

Article VI: DISSOLUTION

Section 1: Consistent with the provisions of the Articles of Organization, in the event of dissolution or termination of the ASA, the Executive Council shall, after the payment of all of the liabilities of the ASA, dispose of all of the assets of the organization exclusively for the objectives of the ASA, in such manner, or to such organization(s) that are organized exclusively for the advancement of the integration and interpretation of the discoveries of natural and social sciences with the insights derived from Scripture and Christian theology as based upon the doctrinal statement of the ASA. Such organization(s) shall at the time qualify as an exempt organization or organizations under section 501(c) 3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Bylaws of the American Scientific Affiliation

Section 1: Membership

- A. Membership in the ASA, according to the categories of membership described in Article III of the ASA Constitution, is granted by the Executive Director, as delegated by the Executive Council, upon review of the applicant's biographical data together with a signed doctrinal statement.
- B. The Executive Council shall have the authority to terminate the membership of any member.

Section 2: Executive Council and Officers

- A. Number and Term of Executive Council Voting Members. The Executive Council shall consist of no less than five (5) and no more than seven (7) voting members, who are Full Members with a majority of seats held by Fellows. Voting members of the Executive Council shall be elected by Full Members for a term of three (3) years. Individual council members may opt to complete a second consecutive term of three (3) years without the requirement of re-election, pending the approval of the majority of Executive Council members. Voting members of the Executive Council will serve no more than two (2) consecutive three (3)-year terms and may stand for election for additional terms of service after one (1) year has passed since completing the final year of the second consecutive term on Executive Council.
 - 1. In the event that there are fewer than five (5) duly elected members of the Executive Council serving, any one of those remaining members shall have the authority to call and hold a duly noticed meeting of the Executive Council to appoint new members of the Executive Council, and the Executive Council shall forthwith elect sufficient members so that there are at least the minimum required number serving on the Executive Council. The quorum for such a meeting shall be a majority of the members of the Executive Council then serving. Those serving members shall have the authority to carry out their fiduciary obligations until the minimum number of Executive Council members are elected by the Full membership, and the Executive Council shall have and may exercise all corporate powers notwithstanding the existence of one or more vacancies.
- B. Ex Officio Members. Ex officio members of the Executive Council shall include the Executive Director and other individuals invited as ex officio members by the Executive Council. Ex officio members do not have voting privileges on the Executive Council.
- C. Meetings of the Executive Council. The Executive Council shall meet at least twice a year to handle the business and affairs of the ASA, elect officers, and consider and act upon any other business or affairs of the Corporation which may come before the meeting. One meeting should coincide with the Annual Meeting (generally during the summer), and one meeting should coincide with the fiscal year end (generally during the winter). Additional meetings are at the discretion of the Executive Council. Meetings may be conducted by remote means. If an Annual Meeting is not held as herein provided, a special meeting of the Executive Council may be held in place thereof with the same force and effect as the Annual Meeting. The Executive Council shall hold special meetings from time to time as may be called by the President of the Executive Council, by the Executive Director, or by any other two (2) Executive Council members then serving, upon written notice to the Secretary stating the time, date, and place of such special meeting.

1. Notice of Meetings of the Executive Council. Notice of each meeting of the Executive Council, stating the time, date, and place thereof, shall be given at least forty-eight (48) hours before the meeting to each Executive Council member by mail sent to his/her residence or usual place of business, by facsimile transmission or electronic mail, or by such other electronic means consented to by the Executive Council member to his/her facsimile transmission number or electronic mail address or other applicable electronic address as it appears in the records of the ASA, in person, or by telephone. Notice of a meeting need not be given to any Executive Council member who executes a written waiver of notice—either before or after the meeting—that is filed with the records of the meeting, or to any Executive Council member who attends the meeting without protesting prior thereto or at its commencement the lack of notice to him/her.
- D. Appointment of Nominating Committee. At the winter Executive Council meeting, the President shall appoint a Nominating Committee to be chaired by the Vice President and composed of two (2) Fellows who shall nominate candidates among Full Members to fill vacancies on the Executive Council. The nominating committee shall deliver its report to the Executive Council at least thirty (30) days prior to the Annual Meeting, when the nominees will be announced. A thirty (30)-day period of public comment will follow the announcement of candidates, followed by a thirty (30)-day period of voting by the Full membership.
- E. Removal of Executive Council Member. If an Executive Council member does not perform the duties of office and the member does not agree to resign his/her position, the remaining Executive Council members may remove the person from Executive Council by two-thirds (2/3) majority vote.
- F. Vacancy on the Executive Council. If an Executive Council member resigns, dies, or is removed before the end of his/her term of office, the vacancy shall be filled by a Full Member (or Fellow to preserve the majority of Fellows on Council) appointed by the Executive Council and confirmed by Full Members in a special election within ninety (90) days of the beginning of the vacancy. Within that ninety (90)-day period, a thirty (30)-day period of public comment will follow the announcement of candidate(s), followed by a thirty (30)-day period of voting by the Full membership.
- G. Election of Officers. The Executive Council shall elect officers from its own ranks at the winter meeting and shall consist of a President, a Vice President, a Secretary, and a Treasurer. The term of office shall be for one (1) year, eligible for re-election within the limits of the individual's term on Council, and shall begin immediately following the winter meeting at which each was elected.
- H. Voting Requirements. Fifty percent (50%) of the Executive Council voting members shall constitute a quorum. Except as otherwise required herein or by law, an affirmative vote by a majority of those in attendance with a quorum shall be required for all Executive Council actions. Voting by proxy is permitted.
1. Action by Writing. Except for any action requiring the vote of two-thirds (2/3) of the Executive Council members then in office, any action required or permitted to be taken at any meeting of the Executive Council may be taken without a meeting if all the Executive Council members consent to the action in writing and the written consents are filed with the records of the meetings of the Executive Council. Consent may without limitation be given by facsimile transmission or by electronic mail. Such consents shall be treated for all purposes as a vote at a meeting.

2. Presence through Communications Equipment. Members of the Executive Council may participate in a meeting of the Executive Council by means of a conference telephone; by internet conference websites and applications or similar communications equipment, methods, or media, providing that all persons participating in the meeting can hear each other at the same time and communicate to each other; or by using some other reasonable accommodation for a hearing-impaired Executive Council member. Participation by such means shall constitute presence in person at a meeting.
3. Executive Session. At the decision of the President or at the request of any Executive Council member, the Board shall, at any meeting, have an executive session of voting Executive Council members only.

I. Duties of the Officers

1. The President shall be the presiding officer at all meetings of the Executive Council and at all business meetings of the ASA.
 - (a) Establishment of Other Committees. To assist the ASA generally and the Executive Council in the performance of its powers and duties, there shall be such other standing committees, ad hoc committees, or committees or task forces with specific functions, having such duties, responsibilities, and authority as the President of the Executive Council may from time to time establish, the members of which shall consist of such Executive Council members and other persons as the President of the Executive Council shall appoint. All such committees or task forces shall be under the authority of the Executive Council and shall have only those powers as are delegated to them by the Executive Council from time to time. All decisions of any committees or task force appointed by the President of the Executive Council shall be subject to review and alteration by the Executive Council. The President shall be an ex officio member of every committee.
2. The Vice President shall assume the duties of the President in case of absence or incapacity on the part of the President. S/He shall chair the Nominating Committee and shall perform any duties assigned by the President or the Executive Council.
3. The Secretary shall be responsible for keeping the minutes of all meetings of the Executive Council and of the ASA. S/He is also responsible to maintain the record of any amendments to the Constitution or Bylaws during the year; to ensure that a complete history of any amendments adopted by the ASA is kept in the Home Office of the ASA; to give notice in accordance with the provisions of these Bylaws and law to maintain custody of the corporate records and the seal of the Corporation; to keep an updated roll of all members and a register of the contact information, post office, and applicable electronic addresses of each member of the Executive Council and the ASA, which shall be furnished to the Secretary by each such member. If the Secretary is a resident of the Commonwealth of Massachusetts, s/he shall act as Resident Agent for all legal purposes. The Secretary shall have such other duties as the President shall from time to time designate. In the absence of the Secretary, a Secretary pro tempore may be appointed from the Executive Council to perform the duties of the Secretary. Subject to the above, the Secretary may delegate his/her duties hereunder.
4. The Treasurer shall be responsible for overseeing the management and reporting of financial affairs of the ASA. S/He shall ensure that a report is submitted to the membership at the Annual Meeting covering the activities and finances of the ASA during the past year. Without limiting the foregoing, the Treasurer shall keep or cause to be kept

complete and accurate accounts of all moneys, funds, and property of the ASA. S/He shall render to the Executive Council at the meetings of the Executive Council, or whenever the Executive Council may require it, correct statements showing the financial condition of the ASA. S/He shall exercise, under the supervision of the Executive Council, all the powers ordinarily incident to such office at similar corporations; provided, however, that no promissory note or bond shall be given in the name of the ASA, unless previously authorized by an appropriate vote of the Executive Council. The Treasurer may be bonded in such form and amount and with such surety or sureties, as may be approved by the Executive Council, conditioned on the faithful performance of his/her duties as Treasurer. S/He shall have charge and custody of and be responsible for all funds and securities of the ASA; receive and give receipts for moneys due and payable to the ASA from any source whatsoever; receive gifts and donations to the ASA; and deposit all such moneys in the name of the ASA in such banks, trust companies, or other depositories; and in general perform all of these and other duties as the President shall from time to time designate. Subject to the above, the Treasurer may delegate his/her duties hereunder.

- J. Review or Audit of the Books. A review or audit of the books shall be made each year by a competent certified public accountant appointed by the Executive Council. This report shall be made available to the members of the ASA. The fiscal year shall be determined by the Executive Council to conform to best practices.
- K. Operations Manual. The Executive Council, in cooperation with the ASA staff, shall maintain a manual for job descriptions, policy, and operations. Policy descriptions will include at least the following: (1) Indemnification, (2) Whistleblower, (3) Code of Ethics, (4) Conflict of Interest, and (5) Record Retention.

Section 3: The Executive Director

- A. The Executive Council shall appoint an Executive Director for an indefinite period. The appointment is subject to review each year. The Executive Director shall be an ex-officio member of the Executive Council.
- B. The Executive Director, under the direction of the Executive Council, shall be responsible for the activities of the ASA and specific duties as set out in his/her contract and in the manual for policy and operations.
- C. The Executive Director shall be a member ex officio of all committees established pursuant to these Bylaws, except to the extent his/her participation may be specifically limited by vote of the Executive Council. Except as otherwise determined by the Executive Council, the Executive Director may delegate responsibility for day-to-day operations of the ASA as the Executive Director may see fit.

Section 4: Meetings

- A. The ASA shall hold a public Annual Meeting at a time and place to be designated by the Executive Council. In addition to this meeting, the Executive Council shall use its influence to stimulate and encourage the holding of local meetings where membership groups make such meetings possible and desirable. Only business conducted at duly called, duly noticed meetings of the Full membership shall operate to bind the ASA.

- B. Any action taken by the Full Members or by the Executive Council may use proxies in lieu of attendance by the Full Member, as determined by the Executive Council.

Section 5: Chapters

- A. Chapters may be organized by groups of ASA members who reside in the same city or region in order to promote local fellowship among ASA members and sponsor events consistent with the objectives of the ASA.
- B. Permission to use the ASA chapter designation shall be granted by the Executive Director upon application by ASA members serving in local leadership. The ASA will support the ASA chapters in their operation according to guidelines to be established by the Executive Council.
- C. The ASA chapters must (1) adhere to the ASA's Statement of Faith and policies, and (2) have two or more ASA Full Members in local leadership.

Section 6: Affiliate Organizations

- A. Discipline-focused or special interest groups may organize and function as Affiliate Organizations subject to the oversight of the Executive Council. From time to time, the Executive Council may establish criteria for admittance and maintenance of the relationship as an Affiliate Organization. Establishment of an ASA affiliate requires the approval of the Executive Council, which may revoke its status at any time.
- B. Affiliate Membership
 - 1. Membership in ASA affiliate organizations should conform to the educational and professional standards of ASA membership.
 - 2. All Affiliate Members must sign the ASA's Statement of Faith, with whatever additions are proposed by the Affiliate and approved by the Executive Council of the ASA.
 - 3. All Affiliate members are strongly encouraged to be members of the ASA.
 - 4. Officers of an Affiliate must be Full Members of the ASA.
- C. Affiliate dues will be set by the Affiliate, and a portion of them will be assigned to the ASA to cover administrative and program costs incurred by the parent organization.
- D. Each Affiliate is strongly encouraged to meet with the ASA during its Annual Meeting, as well as at local and national professional meetings.

Section 7: Publications

- A. The purposes of publications and communications of the ASA shall be to disseminate scholarship that is both scientifically accurate and scripturally sound and to share information of interest to Members and Friends of the ASA.
 - 1. The ASA shall publish a journal, the contents of which shall include articles and essays concerning the relationship between science and Christian faith, as well as book reviews pertinent to current scientific, philosophical, and theological fields.

2. The ASA shall distribute a communication to the membership on at least a quarterly basis, giving news of members, announcements of meetings, reports of Local Section activities, and other items of current interest.
 3. The ASA shall employ contemporary media platforms, such as an internet website, in order to advance the mission of the ASA in the areas of scholarship, fellowship, and public outreach.
- B. The Editors of any ASA publication shall be appointed for an indefinite period and reviewed periodically by the Executive Council.
- C. Editorial boards for ASA publications shall be approved by the Executive Council in collaboration with the respective Editors.

Section 8: Dues and Membership Records

- A. The Executive Council shall establish annual dues for each membership category, as well as discounted dues for members with special circumstances, as determined by the Executive Council.

Section 9: Limitation on Personal Liability; Indemnification

- A. Personal Liability Limited. Neither the Executive Council nor any of its officers or agents shall have power by any action to bind members of the Executive Council personally or to call upon them for the payment of any sum of money for any assessment whatsoever in his/her capacity as Executive Council member. All persons extending credit to, contracting with, or having any claim against the ASA or the Executive Council shall look only to the funds and property of the ASA for the payment of any such contract or claim; or for the payment of any debt, damage, judgment, or decree; or for the payment of any money that may otherwise become due or payable from the ASA or the Executive Council, so that neither Executive Council members nor officers of the ASA present or future shall be personally liable therefor.
1. No member of the Executive Council shall be liable to the ASA for monetary damages for breach of fiduciary duty in such volunteer service to the ASA, except for liability for (a) any breach of the individual's duty of loyalty to the ASA or its members, (b) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, or (c) any transaction in which the Executive Council member derived an improper personal benefit.
- B. Indemnification of Executive Council Members, Officers, and Employees. To the extent that the ASA's exemption from federal taxation is not adversely affected thereby, and as otherwise permitted by law, each Executive Council member and officer of the ASA, and his/her heirs and personal representatives, shall be indemnified by the ASA against all Expenses incurred by such Executive Council member or officer in connection with any Proceeding (each as hereafter defined) in which s/he is involved as a result of serving or having served as an Executive Council member or officer of the ASA, or at the request of the ASA, as an Executive Council member, director, officer, or other agent of any other organization or in any capacity with respect to any employee benefit plan; provided, however, that
1. no indemnification shall be provided to an Executive Council member or officer or his/her heirs or personal representatives with respect to a matter as to which it shall have been

determined pursuant to Section 9.C below or finally adjudicated in any Proceeding that (a) such Executive Council member or officer did not act in good faith in the reasonable belief that his/her action was in the best interests of the ASA or with respect to a criminal matter that s/he had reasonable cause to believe that his/her conduct was unlawful, or (b) such Executive Council member or officer received an improper personal benefit;

2. in the event that a Proceeding is compromised or settled so as to impose any liability or obligation upon an Executive Council member or officer or upon the ASA, no indemnification shall be provided to such Executive Council member or officer or his/her heirs or personal representatives with respect to a matter, if it is determined pursuant to Section 9.B.3 below on the basis of the circumstances known at that time (without further investigation) that said Executive Council member or officer is ineligible for indemnification; and
3. the determination of whether an Executive Council member or officer is eligible or ineligible for indemnification under this section and the amount of indemnification to be paid shall be made in each instance by (a) a majority of the Executive Council members then in office who are not parties to the Proceeding in question, or a committee thereof, or (b) independent legal counsel appointed by a majority of such Executive Council members and such determination shall be final. Notwithstanding the foregoing, a court having jurisdiction, which need not be the court in which the Proceeding in question was brought, may grant or deny indemnification in each instance as required by applicable provisions of law and consistent with the Articles of Organization and this section.
4. To the extent authorized by a majority of the Executive Council members then in office, the ASA may pay indemnification in advance of final disposition of a Proceeding, upon receipt of an undertaking by the person indemnified to repay such indemnification, if it shall be established that s/he is not entitled to indemnification under the foregoing Section 9.B.1 and 9.B.3.

C. For the purposes of this section:

1. “Executive Council member” shall include any person who serves or has served as a member of the Executive Council, including ex officio members; and “officer” shall include any person who serves or has served as an officer of the ASA or in any other office filled by election or appointment by the Executive Council or the President;
2. “Proceeding” means any action, suit, or proceeding—whether civil, criminal, or investigatory—brought or threatened in or before any court or tribunal, administrative, or legislative body or agency; and
3. “Expense” means any liability fixed by a judgment, order, decree, or award in a Proceeding, any lien or penalty, any liability reasonably incurred in connection with the settlement of a Proceeding, and any professional fees and other expenses reasonably incurred in connection with a Proceeding or the settlement thereof, including any costs incurred successfully enforcing indemnification rights under this section. Without limiting the foregoing, such expenses and liabilities shall include, but not be limited to, judgments, court costs, attorney’s fees, and the cost of reasonable settlements.

Section 10: Miscellaneous

- A. Insurance. The ASA shall have power to purchase and maintain insurance on behalf of any agent, employee, and Executive Council member or officer against any liability or cost

incurred by him/her in any such capacity or arising out of his/her status as such, whether or not the ASA would have power to indemnify him/her against such liability or cost.

- B. Responsibility with Respect to Employee Benefit Plan. If the ASA or any of its Executive Council members or officers or sponsors undertakes any responsibility as a fiduciary with respect to an employee benefit plan, then, under this section, for purposes of indemnification of such persons (1) an "Executive Council member" or "officer" shall be deemed to include any Executive Council member or officer of the ASA who serves at its request in any capacity with respect to said plan, (2) such Executive Council member or officer shall not be deemed to have failed to act in good faith in the reasonable belief that his/her action was in the best interests of the ASA if s/he acted in good faith in the reasonable belief that his/her action was in the best interests of the participants or beneficiaries of said plan, and (3) "Expenses" shall be deemed to include any taxes or penalties imposed on such Executive Council member or officer with respect to said plan under applicable law.
- C. Non-Exclusivity. The provisions of this section shall not be construed to limit the power of the ASA to indemnify its Executive Council members or officers to the full extent permitted by law or to enter into specific agreements, commitments, or arrangements for indemnification permitted by law. In addition, the ASA shall have power to indemnify any of its agents or employees who are not Executive Council members or officers on any terms not prohibited by law that it deems to be appropriate. The absence of any express provision for indemnification herein shall not limit any right of indemnification existing independently of this section.
1. The provisions of this section may be amended or repealed by vote of a majority of the Executive Council members then in office; however, no amendment or repeal of such provisions which adversely affects the rights of an Executive Council member or officer under this section with respect to his/her acts or omissions at any time prior to such amendment or repeal, shall apply to him/her without his/her consent.
- D. Voting of Securities. Unless otherwise provided by the Executive Council, the Executive Director, or the President of the Executive Council may waive notice of and act on behalf of the ASA or may appoint another person or persons to act as proxy or attorney in fact for the ASA with or without discretionary power and/or power of substitution, at any meeting of shareholders of any other ASA or organization whose securities are held by the ASA.
- E. Execution of Instruments. Except as the Executive Council may generally or in particular cases authorize the execution thereof in some other manner, (1) all deeds, leases, transfers, bonds, and notes shall be signed by (a) the President or Vice President and (b) the Executive Director of the ASA or Treasurer; (2) all contracts and agreements shall be signed by the President, the Executive Director, or the Treasurer; and (3) all checks, drafts, and other instruments for the payment of money drawn or endorsed in the name of the ASA shall be signed by those individuals from time to time authorized by the Executive Council.
- F. Seal. The seal of the ASA shall consist of a flat-faced circular die with the legal name of the ASA, "ASA, Inc.", the year of its organization, and such other words and images as determined by the Executive Council.
- G. Corporate Records. The original, or attested copies, of the organizational documents of the ASA, these Bylaws and the records of all meetings of the Executive Council shall be kept in Massachusetts at the principal office of the ASA. Said copies and records need not all be kept in the same office. They shall be available at all reasonable times for the inspection of any Executive Council member for any proper purpose.

- H. Severability. If any provision of these Bylaws or a portion of any such provision or the application thereof to any person or circumstance is held invalid, the remainder of the Bylaws, including the remainder of such provision, and the application thereof to other persons or circumstances shall not be affected by such invalidity and shall be valid.
- I. Principal Office of the ASA. The principal office of the ASA in the Commonwealth of Massachusetts shall be located as the Executive Council may designate.
- J. Powers of the ASA. The ASA shall have and may exercise all powers necessary or convenient to effect any and all of the purposes for which the ASA is formed, provided that no such power shall be exercised in such a manner inconsistent with Massachusetts General Laws, Chapter 180 or any other chapter of the General Laws of the Commonwealth of Massachusetts.
1. The ASA shall not engage in any activity or exercise any power that would deprive it of any exemption from federal income tax which the ASA may receive under Section 501(c)(3) of the Internal Revenue Code. No part of the assets or net earnings of the ASA may inure to the benefit of any officer of the ASA or any individual; no substantial part of the activities of the ASA may be the carrying on of propaganda, or otherwise attempting to influence legislation, except to the extent permitted by Section 501(h) of the Internal Revenue Code; and the ASA may not participate in, or intervene in, including the publishing or distributing of statements, any political campaign on behalf of, or in opposition to, any candidate for public office.
- K. Interested Transactions. No person will be disqualified from holding any office by reason of any interest. In the absence of fraud, any Executive Council member of the ASA, or any concern in which any such Executive Council member has any interest, may be a party to, or may be pecuniarily or otherwise interested in any contract, act, or other transaction (collectively called a "transaction") of the ASA, and such transaction may not be in any way invalidated or otherwise affected by that fact; and no such officer or concern will be liable to account to the ASA for any profit or benefit realized through any such transaction provided, however, that such transaction either was fair at the time it was entered into or is authorized or ratified by a majority of the Executive Council members who are not so interested and to whom the nature of such interest has been disclosed, including without limitation a summary of the nature of such transaction and such interest and such other information as requested by the disinterested Executive Council members. No interested Executive Council member of the ASA may vote or may be counted in determining the existence of a quorum at any meeting at which such transaction may be authorized, but may participate in discussion thereof.
1. For purposes of this Article, the term "interest" will include personal interest and also interest as an Executive Council member, officer, stockholder, shareholder, director, member, partner, or beneficiary of any concern; and the term "concern" will mean any ASA, association, trust, partnership, limited liability company, firm, person, or other entity other than this ASA.
 2. No Executive Council member of the ASA shall be liable or accountable to the ASA or to any of its creditors or to any other person, either for any loss to the ASA or to any other person for any gains or profits realized by such Executive Council member by reason of any contract or transaction which is duly authorized by the Executive Council pursuant to this Article.

3. No transaction may be avoided by reason of any provisions of this section which would be valid but for such provisions.
 4. The Executive Council may from time to time adopt such additional policies to address potential conflicts of interest as it may deem appropriate. Such policies may be more restrictive than this Bylaw provision.
- L. Settlement. The members, officers, and Executive Director agree that any claim or dispute arising from or related to their membership or role as officer or Executive Director or in any way pertaining to the Foundation shall be settled by legally binding arbitration. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. Members, officers, and the Executive Director understand that these methods shall be the sole remedy for any controversy or claim arising out of this contract and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Section 11: Amendments to the Bylaws

- A. Amendments to the Bylaws may be proposed at any Annual Meeting of the ASA by a majority vote of the Full Members in attendance, or by means of a resolution of the Executive Council.
- B. Ballots for any amendments to the Bylaws containing the language of the proposed amendment shall be distributed to the Full Members at least thirty (30) days before the date appointed for counting the ballots, which date shall be stated on the ballots. Ballots and voting may be conducted via online or by another process, or a combination thereof as determined by the Executive Council as long as all Full Members shall have the ability to cast his/her vote.
- C. If the total vote is at least one-third (1/3) of the number of Full Members and a majority (>50%) of the ballots received are favorable, the proposed amendment shall be adopted.

Adopted: 2019

APPENDIX B: CHAPTER FORMATION PLANNING WORKSHEET

Proposed Name of Local/Student Chapter: _____

Ⓢ Reviewed/affirm the ASA Statement of Faith.

Ⓢ Reviewed the ASA Chapter Handbook.

Designated contact to the ASA Office:

Name: _____

Address: _____

City/ST/Zip: _____

Email: _____

Phone: _____

Local Chapter Officers: Indicate person to be designated as office, with current ASA member type, professional title, and highest degree earned. One individual can serve in up to two positions, but each chapter must maintain a minimum of three officers.

President (required): _____

Webmaster (required): _____

Designate at least one of the following three positions:

Vice President: _____

Secretary/Treasurer _____

Member-at-Large _____

Student Chapter Founding Members: Indicate Faculty Advisor(s) and founding Student Members.

Advisor #1 (required):

Name: _____

ASA Member Type: _____ # Years of Membership: _____

Highest degree earned/field: _____

Professional title: _____

Student #1

Name: _____

ASA Member Type: _____ # Years of Membership: _____

Advisor #2 or Student #2:

Name: _____

ASA Member Type: _____ # Years of Membership: _____

Highest degree earned/field (if applicable): _____

Professional title (if applicable): _____

Why do you want to start up a new ASA Local/Student Chapter? _____

What geographic area will your Chapter serve – indicate by institution and/or zip codes? _____

Write a statement of purpose for your Chapter? How do you desire to serve your local ASA members and what will you do to accomplish this? _____

What is your desired timeline?

Announcement of new Local/Student Chapter: _____

First Chapter meeting: _____

Brainstorm ideas for Chapter events, venues, speakers, etc.

APPENDIX C: APPLICATION FOR FORMATION OF ASA LOCAL CHAPTER

We, the undersigned, petition the American Scientific Affiliation to establish a Local Chapter to be called:

We affirm the ASA Statement of Faith and commit to adherence of the policies of the ASA as stated in the ASA Chapter Handbook. The contact person and officers of the Local Chapter are as follows:

Designated contact to the ASA Office:

Name: _____
Address: _____
City/ST/Zip: _____
Email: _____

Chapter geographic area – by institution(s) and/or zip codes? _____

Officers:

President (required):

Name: _____
ASA Member Type: _____ # Years of Membership: _____
Highest degree earned/field: _____
Professional title: _____ E-mail: _____

Webmaster (required but can be one of the officers):

Name: _____
ASA Member Type: _____ # Years of Membership: _____
Highest degree earned/field: _____
Professional title: _____ E-mail: _____

Designate at least one of the following three officers (or two if Webmaster and President are the same person): Vice President, Secretary/Treasurer, or Member-at-Large.

Officer: _____
Name: _____
ASA Member Type: _____ # Years of Membership: _____
Highest degree earned/field: _____
Professional title: _____ E-mail: _____

Officer: _____
Name: _____
ASA Member Type: _____ # Years of Membership: _____
Highest degree earned/field (if applicable): _____
Professional title: _____ E-mail: _____

Vision/Purpose Statement:

Please attach a brief statement outlining your purpose for starting a new ASA Local Chapter, and your vision for how the Chapter will serve local ASA members and your local community.

Authorized Signatories:

Membership Type	Name (Please Print)	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Approved by ASA Executive Director: _____ Date: _____

APPENDIX D: APPLICATION FOR FORMATION OF ASA STUDENT CHAPTER

We, the undersigned, petition the American Scientific Affiliation to establish a Student Chapter to be affiliated with the following school/college/university:

We affirm the ASA Statement of Faith and commit to adherence of the policies of the ASA as stated in the ASA Chapter Handbook. The Faculty Advisor and student leaders of the Student Chapter are as follows:

Faculty Advisor to serve as Designated contact to the ASA Office:

Name: _____

Address: _____

City/ST/Zip: _____

Email: _____

Chapter geographic area – by institution(s) and/or zip codes? _____

Founding Chapter Members:

Advisor #1 (required):

Name: _____

ASA Member Type: _____ # Years of Membership: _____

Highest degree earned/field: _____

Professional title: _____ E-mail: _____

Student #1

Name: _____

ASA Member Type: _____ # Years of Membership: _____

Professional title: _____ E-mail: _____

Advisor #2 or Student #2:

Name: _____

ASA Member Type: _____ # Years of Membership: _____

Highest degree earned/field (if applicable): _____

Professional title: _____ E-mail: _____

Webmaster (required but can be one of the officers):

Name: _____

Vision/Purpose Statement:

Please attach a brief statement outlining your purpose for starting a new ASA Student Chapter, and your vision for how the Chapter will serve local ASA members and your campus, and your local community.

Authorized Signatories:

Membership Type	Name (Please Print)	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Approved by ASA Executive Director: _____ Date: _____